

# **STATEWIDE** **ARMY AGR VACANCY ANNOUNCEMENT**

**ARIZONA ARMY NATIONAL GUARD**

**ACTIVE GUARD AND RESERVE**

**HUMAN RESOURCE OFFICE**

**5636 East McDowell Road, Phoenix, AZ 85008-3495**

**PHONE (602) 629-4821; DSN 853-4821**

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**ANNOUNCEMENT NUMBER: 17-472AG**

**DATE: 20 NOV 2017**

**CLOSING DATE: 04 DEC 2017**

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**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

**PERSONNEL/ADMIN NCO, PARA 103, LINE 02, SGT, 12B2O**

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**APPOINTMENT FACTORS: OFFICER ( )**

**WARRANT OFFICER ( )**

**ENLISTED ( X )**

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**LOCATION OF POSITION:**

**819<sup>TH</sup> EN CO, 1001 Hale Dr. Bellemont, AZ 86015-6123**

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**AREA OF CONSIDERATION:** This position is in the Active Guard and Reserve Force and is **open to current members of the Arizona Army National Guard in the grades of SPC/E4 through SGT/E5**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined on the reverse of this announcement.

**NOTE** Selection for this position requires declaration of Arizona state residency at the time of in-processing, and maintain that residency while on AGR status under Title 32, USC. 198012.

**NOTE:** Applicants must be **12B** qualified or be able to become **12B** qualified within one year of AGR tour starting date. Applicants also required to obtain a secret security clearance. If applicant selected for position is a not 12B qualified, applicant will be required to pass Occupational Physical Assessment Test (OPAT) for 12B prior to being hired on AGR. **Failure to become DMOS qualified within 12 months of AGR start may result in removal from the AGR program.**

**NOTE:** All applicants should ensure their Enlisted Record Briefs reflect their ASVAB line scores. Applications received without ASVAB scores annotated on their ERB will not be sent to the selecting official for consideration.

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**INSTRUCTIONS FOR APPLYING:** IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position). Ensure that you annotate both announcement number and position title on the top of page one of the application.
- b. AZ ARNG Form 34-1 (13 Feb 98).
- c. AZNG Form 335-4-R (1 Apr 1992).
- d. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- e. Officer Evaluation Reports (OER) or/ Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement for the past 5 years if applicable.
- f. Certified copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) as appropriate.
- g. Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)).
- h. Completed DA Form 705's (APFT), reflecting APFT and HT/WT history for the last 5 years (as applicable). Temporary profiles must be attached to account for APFT and HT/WT absences.
- i. Body Fat Worksheet (DA Form 5500-R) if applicable.
- j. All DD Form 214's or NGB Form 22's
- k. DD Form 369 (Oct 2011) Police Record Check

**THE HUMAN RESOURCES OFFICE WILL NOT ACCEPT APPLICATIONS THAT ARE MAILED AT GOVERNMENT EXPENSE OR FORWARDED THROUGH A GOVERNMENT MAIL DELIVERY/DISTRIBUTION SYSTEM WITHOUT POSTAGE. FAXED APPLICATIONS FROM A GOVERNMENT PHONE NUMBER WILL NOT BE ACCEPTED. ALL APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL.**

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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a member of the Arizona (ARMY) National Guard and qualify for and be placed in the following compatible MOS/AOC: 12B20**

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**APPOINTMENT REQUIREMENTS:**

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
2. Soldiers must meet the physical requirements of AR 600-9.
3. Must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
4. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
5. AGR Soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR Program Manager.
6. Must possess the grade equal to or below that authorized for the AGR duty position.
7. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
8. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that a PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
9. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
10. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions.
11. Applicants who answer YES to questions 8, or 12-16 of section IV, NGB Form 34-1, or have not completed Initial Entry Training (IET) are ineligible to apply to include DD214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11.
12. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.

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**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION OR THE MOS PREREQUISITES: 12B**

- (1) A physical demands rating of very heavy.
- (2) A physical profile of 111221.
- (3) Normal color vision.
- (4) Qualifying scores.
  - (a) A minimum score of 90 in aptitude area CO in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
  - (b) A minimum score of 87 in aptitude area CO on ASVAB tests administered on and after 2 January 2002.
- (5) Formal training (completion of MOS 12B course conducted under auspices of U.S. Army Engineer School) mandatory.
- (6) If re-classing to 12B, must be able to pass the Occupational Physical Assessment Test (OPAT) for 12B if selected for AGR position.

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**BRIEF JOB DESCRIPTION:** Serves as Human Resources Sergeant which is responsible for personnel management and administrative support of 113 assigned personnel; serves as advisor to the commander for all personnel functions; manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions; processes needed updates to Soldiers electronic files; accountable for equipment assigned to section; works closely with BN S1.

**SELECTING SUPERVISOR:** MAJ Smith

**NOMINATING OFFICIAL:** LTC Murdock